

# Memorandum

To : All Commissioners

Date :

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING, November 12, 1965  
Los Angeles, California

## PROPOSED AGENDA

1. Call to order 11:00 a.m.
2. Approval of Minutes - September 10, 1965, Squaw Valley  
September 29, 1965, Los Angeles
3. Approval of Expense Claims
4. Approval of Final Draft 1966-67 Budget
5. Certification of Courses
  - a. Basic Course
  - b. Pre-Service Course
  - c. Supervisory Course
6. Report on Opinion of State Personnel Board Legal Adviser  
on Staff Personnel Changes
7. Miscellaneous Reports
  - a. Proposed New Office Space
8. Report on Attendance of the Executive Secretary at the  
Interpol Symposium and Police Training
9. Letter from Chairman Howard W. Campen
10. Assignment of Staff Personnel

COMMISSION MEETING - November 12, 1965

11. Election of Officers for 1966
12. Date and Location of Next Meeting
13. Adjournment

GEORGE H. PUDDY  
Executive Officer

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES  
November 12, 1965

Los Angeles, California

The meeting was called to order at 11:00 a.m. by Vice-Chairman Seares.  
A quorum was present:

ROBERT S. SEARES  
ROBERT T. ANDERSEN  
ALLEN B. COTTAR  
LOHN R. FICKLIN  
DAN KELSAY  
WILLIAM McCANN  
MARTIN C. McDONNELL  
JOHN P. KENNEY, Representing the Attorney General

Also present:

GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant Executive Officer  
PAUL B. WHISENAND, California State College at  
Long Beach

Absent:

HOWARD W. CAMPEN  
THOMAS REDDIN

APPROVAL OF MINUTES

MOTION by Commissioner McDonnell, seconded by Commissioner Andersen, carried unanimously, that the Minutes of the September 10, 1965 meeting at Squaw Valley and the Minutes of the September 29, 1965 meeting at Los Angeles be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Andersen, seconded by Commissioner Cottar, carried unanimously, that the following expense claims of the Executive Officer be approved:

September 1 - 30	\$104.08	Commission Meeting at Squaw Valley, and Los Angeles, Washington, D. C. (per diem expenses only-- Ford Foundation paid travel costs)
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October 1 - 20	<u>47.30</u>
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\$151.38

(Expenses for European trip to be approved at a later date when figures are finalized.)

#### APPROVAL OF FINAL DRAFT 1966-67 BUDGET

Commissioner Andersen asked what staff personnel would be added in the 1966-67 budget. It was explained that the Department of Finance had tentatively approved the addition of one assistant to the executive officer and one full-time intermediate stenographer replacing the present temporary one-half time junior stenographer. The staff will consist of, if finally approved by the Legislature, the following:

Executive Officer -----	1
Assistant to the Executive Officer -----	3
Senior Stenographer-----	1
Intermediate Stenographer-----	<u>2</u>
Total Personnel	7

MOTION by Commissioner Andersen, seconded by Commissioner Kelsay, carried unanimously, that the final draft of the budget as submitted be approved.  
(SEE ATTACHMENT "A")

#### CERTIFICATION OF COURSES

##### Basic Courses:

Santa Clara Sheriff's Academy

College of the Redwoods

North Bay Peace Officer Academy

##### Pre-Service Course:

College of the Redwoods

Supervisory Course:

State Center Peace Officer Academy

MOTION by Commissioner Kelsay, seconded by Commissioner Andersen, unanimously carried, that the above Basic, Pre-Service and Supervisory Courses be certified.

Commissioner Kelsay asked how long the College of the Redwoods had been in existence. It was explained that this college began classes in September, 1965 and that a full-time coordinator, retired Lt. Col. Van Tanner of the Air Force, is the full-time police coordinator. It is the staff's impression that the police science program has engendered a great deal of community participation. It was explained by the staff that an attempt is being made to consolidate basic schools whenever possible. The staff has been reflecting the thinking of the Commission in this regard.

Commissioner Andersen asked if the staff considers the anticipated attendance at a school when it is being inspected for certification. It was explained that a procedure is used which first determines the total number of officers in the area that would be served by the school. By computing the average attrition or "hiring" rate, it is possible to accurately estimate the number of officers to be trained each year in an area. If there are less than 20 students per year, the staff normally recommends against establishing a school. If the school has boarding facilities, then the area to be served becomes larger and with resultant increases in student enrollment. So far, in almost all schools established since the program began academy enrollments have increased with each class presented. The College of the Redwoods has excellent boarding accommodations and will probably attract boarding students from several adjoining counties which would further justify the operation of the school.

After a discussion by the Commissioners, the Chairman directed that the staff make a reasonably comprehensive survey of all basic schools that have been certified to learn such facts as: how many classes have been presented; how many students have been enrolled; and whether sufficient qualified instructors are available. The purpose of this survey would be to develop data from which we may determine the success of each facility. The staff further explained that a location map maintained in the staff office would be brought up to date and maintained in the future showing the disposition of certified academies throughout the State.

REPORT ON OPINION OF STATE PERSONNEL BOARD LEGAL ADVISER  
ON STAFF PERSONNEL CHANGES

The Chairman stated this subject covered a leave of absence for the Executive Secretary and related problems in response to a memorandum from the Assistant Executive Officer to Deputy Attorney General Robert Burton requesting an opinion on the subject of necessary staff personnel changes. Mr. Burton's reply to a series of questions is summarized as follows:

- (1) The Commission has full authority to grant a leave of absence to the exempt position of Executive Officer and may return him to this position after a period of time if it so desires. No legal claim would be conferred by this action to the exempt employee entitling him to regain the position on his return.
- (2) The Commission could appoint a replacement for the Executive Officer from among the present classified staff employees. While holding the exempt position of Executive Secretary, the classified employee's position of Assistant to the Executive Officer would be vacated. Following normal State Personnel Board procedures, a temporary appointment could be made to fill this vacated position.

The remainder of the opinion dealt with matters that were technically procedural in nature and did not require legal interpretation. A copy of the Deputy Attorney General's opinion was furnished to each of the Commissioners. The Commission delayed action on appointment of an Executive Secretary pending the arrival of other Commissioners.

Chairman Seares reported to the Commission that he had received a letter from Mr. Campen indicating that his vote for a replacement executive secretary was in favor of Mr. Puddy. Mr. Campen was also aware of the request of Chairman Seares to Mr. Puddy to obtain the legal opinion from the Attorney General on staff personnel changes. It was explained to one Commissioner that the legal opinion from the Attorney General had not been received in time to furnish Mr. Campen a copy prior to his departure on a trip.

MISCELLANEOUS REPORTS

Proposed New Office Space

A rough sketch of the proposed new office space in the Forum Building consisting of approximately 1420 square feet of area, including a

reception room and five offices was explained to the Commission. The rental rate (23¢) is the same as the Commission is now paying for the space now occupied. The space rental will be \$324 monthly or \$3888 yearly which is approximately 50% more than the present expenditure. The current 1965-66 budget allotted \$3600 for yearly rent. The new space will require an increase in this sum of approximately \$150 for the remainder of the 1965-66 fiscal year.

MOTION by Commissioner Cottar, seconded by Commissioner Andersen, unanimously carried, that the new office space be approved and occupied by the staff as soon as it is available.

#### REPORT ON ATTENDANCE OF THE EXECUTIVE SECRETARY AT THE INTERPOL SYMPOSIUM AND POLICE TRAINING

Mr. Muehleisen gave a very informative but brief report on his trip to the Interpol Symposium for heads of police colleges in Paris the latter part of October. He stated his report to the Symposium was received favorably and he had acquired a great deal of knowledge on the system of training police officers in European and other police systems. A great deal of knowledge was gained from visits made to police training facilities in Germany, France and England following his attendance at the Symposium. A complete detailed written report will be made in the near future and copies will be furnished to each Commissioner.

#### LETTER FROM CHAIRMAN HOWARD W. CAMPEN

Chairman Seares read a message from Mr. Campen which expressed his "appreciation to all Commissioners and staff personnel for their cooperation and thoughtfulness extended during his tenure as Chairman for the current year". He further stated that "without this cooperation the Commission would not have accomplished many of the things that have occurred which will be of substantial and increasing benefit to all law enforcement over the coming years".

#### ASSIGNMENT OF STAFF PERSONNEL

After a short discussion relating to the appointment of an executive secretary to serve during Mr. Muehleisen's absence, the following action was taken:

MOTION by Commissioner McDonnell, seconded by Commissioner Cottar, carried unanimously, that George H. Puddy be appointed as Executive Secretary, effective November 15, 1965.

The staff reported to the Commission that after a careful review of several qualified people, Mr. Jack McArthur of Modesto Junior College had been contacted and tentatively offered a temporary appointment as Assistant to the Executive Officer. Yosemite Junior College District, Dr. Walter Garcia, President, has granted Mr. McArthur a leave of absence effective December 1, 1965 from the remainder of his teaching contract which extends to September 1, 1966. It was explained that the efforts would be made by the newly appointed executive officer to effect the temporary appointment of Mr. McArthur on the date his leave begins. Mr. McArthur is qualified to compete for the proposed additional position of assistant to the executive officer which is expected to become available July, 1966.

#### ELECTION OF OFFICERS FOR 1966

MOTION by Commissioner Andersen, seconded by Commissioner Kelsay, carried unanimously, that Robert S. Seares be elected as Chairman effective January 1, 1966.

The Commission then considered the election of the new Vice-Chairman. Commissioner Andersen related that it has been the Commission policy in the past to have one Commission officer from the south and the other Commission officer from the north part of the State. In addition, an effort was made to have one representative from law enforcement and one chief administrative officer of a city or a county. It was the consensus of the Commission that because of the numbers involved, it would not be possible to accomplish both of the above objectives every year. In consideration of the geographical distribution only:

MOTION by Commissioner Ficklin, seconded by Commissioner McDonnell, that Allen B. Cottar be nominated as Vice-Chairman for 1966. Commissioner Kelsay MOVED that the nominations be closed, seconded by Commissioner Ficklin. It was voted unanimously that Allen B. Cottar be elected Vice-Chairman effective January 1, 1966.

#### DATE AND LOCATION OF NEXT MEETING

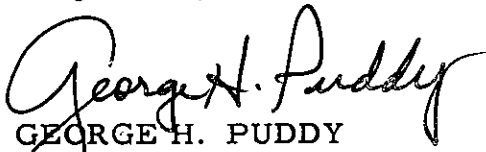
MOTION by Commissioner Andersen, seconded by Commissioner Cottar, that the next meeting of the Commission be held in Arcadia on February 4, 1966. Carried unanimously.



A MOTION was made by Commissioner Andersen that the Commission extend its warmest thanks to Gene S. Muehleisen for his years of service as Executive Officer and to wish him well during his temporary leave of absence while employed by the Federal Government. The motion was seconded by Commissioner Ficklin and was carried unanimously.

The meeting adjourned at 1:15 p. m.

Respectfully submitted,

  
GEORGE H. PUDDY  
Executive Officer

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

				<u>Actual</u> <u>1964-65</u>	<u>Estimated</u> <u>1965-66</u>	<u>Proposed</u> <u>1966-67</u>
<u>DETAILS</u>	<u>No. of Positions</u>					
<b>PERSONAL SERVICES</b>						
Authorized positions	5	5.5	8			
Staff benefits.....						
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Totals, Personal						
Services.....	5	5.5	8	\$ 54,412	\$ 58,800	\$ 76,500
<b>OPERATING EXPENSES</b>						
General expense.....				1,519	2,300	2,900
Communications.....				2,276	2,400	2,600
Traveling-in-State.....				8,887	9,500	10,500
Traveling-out-State.....				761	800	850
Rent - building space.....				2,560	3,600	3,600
Pro-rata charges .....				4,626	4,600	4,700
Services from other agencies.....				4,188	4,200	4,300
Totals, Operating Expenses .....				\$ 24,817	\$ 27,400	\$ 29,450
CONSULTANT SERVICES .....				000	000	000
EQUIPMENT.....				165	500	600
TOTAL EXPENDITURES.....				\$ 79,394	\$ 86,700	\$ 106,550

	<u>Actual</u> <u>1964-65</u>	<u>Estimated</u> <u>1965-66</u>	<u>Proposed</u> <u>1966-67</u>
<b>FUND CONDITION</b>			
Peace Officers Training Fund			
Accumulated Surplus, July 1	\$ 469,809.41	\$ 460,604	\$ 411,104
Prior year adjustment			
Accumulated Surplus, Adjusted			
Revenues: Miscellaneous revenues			
from local agencies	861,409.91	920,000	993,600
Total Resources:	\$ 1,331,219.31	\$ 1,380,604	\$ 1,404,704
Less Expenditures:			
Commission on Peace Officer			
Standards and Training	80,146.60	86,700	106,550
Apportionments to cities and counties	790,468.27	882,800	926,800
Total Expenditures:	\$ 870,614.87	\$ 969,500	\$ 1,033,350
Accumulated Surplus, June 30, 1966			
Surplus available for appropriation	\$ 460,604.45	\$ 411,104	\$ 371,354

FINAL DRAFT 1966-67 BUDGET

ATTACHMENT "A"